

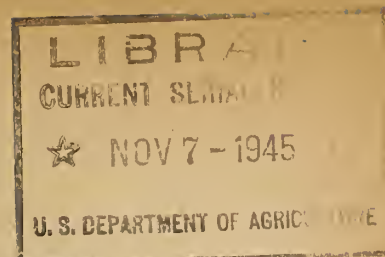
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WAR FOOD ADMINISTRATION  
OFFICE OF DISTRIBUTION  
WASHINGTON 25, D. C.



SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 41.1

Issuance and Control of Order Ticket Numbers

I General

- A. The purpose of this procedure is to facilitate the assignment of Ticket Numbers to shipments and to provide for the control of the use of such numbers.

II Issuance of Numbers for Use by Commodity Units

- A. The Document Servicing Section, Shipping Division, will be responsible for the issuance of Order Ticket Numbers in block to Commodity Units, Dry and Cold Storage Allocation Sections, Storage Division, and for the control of the use of such numbers.
- B. The Commodity Units will be responsible for the assignment of individual Ticket Numbers to individual Order Tickets.
- C. The Ticket Number Control Clerk, Document Servicing Section, will issue Ticket Numbers to Commodity Unit Heads in blocks of 1000 consecutive numbers.
- D. When a Commodity Unit is in need of a block of numbers for its use, the Head of the Commodity Unit will request its issuance from the Chief, Document Servicing Section.
- E. Upon receipt of this request, the Ticket Number Control Clerk, Document Servicing Section, will prepare and distribute the Order Number Control Sheets, Forms FD-826, FD-827, and FD-828, as follows:
1. Form FD-826, Commodity Unit Order Number Control Sheet
  2. Form FD-827, Rates, Tariffs and Routing Unit Order Number Control Sheet
  3. Form FD-828, Document Servicing Section Master Order Number Control Sheet.
- F. While the three copies are different in columnar headings, they are similar enough in format to provide for the typing of all three copies at one time. In preparing these for distribution, the following insertions will be made:

1. Sheet Number - Type in the Sheet Number that immediately follows the last Sheet Number used for the Commodity Unit to which the block of numbers is being assigned;
  2. Commodity Unit - Type in the name of the Commodity Unit to which the block of numbers is being assigned, i.e., General Commodities, Dairy and Poultry, Grain Products, Fresh Fruits and Vegetables, Canned Edible Products, or Meats and Livestock;
  3. Leave all other columns blank. (The numbers have already been entered on the three copies).
- G. When the three copies have been prepared, the Ticket Number Control Clerk will:
1. Place Form FD-826 in the Current Numbers Binder in the appropriate Commodity Unit:
    - a. Remove the completed pages from the Current Numbers Binder and place them, in Sheet Number order, in the Reference Numbers Binder in that Commodity Unit;
  2. Place Form FD-827 in the Current Numbers Binder in the Rates, Tariffs and Routing Unit, in Commodity Unit order;
    - a. Remove the completed pages from the Current Numbers Binder and place them, in Commodity Unit and Sheet Number order, in the Reference Numbers Binder in the Rates, Tariffs and Routing Unit;
  3. Place Form FDA-828 in the Current Numbers Binder at the Ticket Number Control Desk, Document Servicing Section;
    - a. Remove the completed pages from the Current Numbers Binder and place them, in Commodity Unit and Sheet Number order, in the Reference Numbers Binder at the Ticket Number Control Desk, Document Servicing Section.

### III Maintenance of Form FDA-826, Commodity Unit Order Number Control Sheet

- A. The Current Numbers and Reference Numbers Binders for each Commodity Unit will be kept on the desk of the Commodity Unit Head.
- B. Order Tickets will not be numbered until after they have been prepared by the Commodity Clerks. This will provide for Order Tickets to flow from each Commodity Unit to the Rates, Tariffs and Routing Unit in consecutive number order.

- C. When a Commodity Clerk has prepared an Order Ticket, he will number it the same as the first unused number on the Control Sheet in the Current Numbers Binder in his Commodity Unit.
- D. In order to indicate the use of the Number for the Ticket he has completed, the Commodity Clerk will then fill in the columns of the Commodity Unit Order Number Control Sheet, on the line corresponding to the Ticket Number, as follows:

1. Ticket (Symbol) - Write in the Symbol that goes with the Ticket Number for that Order Ticket, i.e., DEJ, FJO, etc.
2. Type of Ticket - Indicate the type of the Order Ticket by writing in the appropriate letters applying to the Order Ticket as follows:
  - a. VP - Vendor to Port
  - b. VW - Vendor to Warehouse
  - c. WP - Warehouse to Port
  - d. WW - Warehouse to Warehouse
  - e. RP - Reconsignment to Port
  - f. RW - Reconsignment to Warehouse
  - g. T - Transfer of Title
  - h. CS - Warehouse to Cash Sales

(Example, an Order Ticket covering a shipment directly from a Vendor to Port would be a "VP" type of Ticket; an Order Ticket covering a shipment from a Vendor to a Warehouse would be a "VW" type of Ticket; and so forth.)

3. Total No. Subs - Write in the total number of subs shown on the Order Ticket.
4. Commodity - Write in the name of the Commodity shown on the Order Ticket.
5. Date Used - Write in the Preparation Date of the Order Tickets.
6. Commodity Clerk's Name - Write in his name.

It is mandatory for the columns of the Commodity Unit Order Number Control Sheet to be filled in every time a number is used. Failure to do this will cause duplication of Numbers on Order Tickets and will delay the issuance of shipping instructions to the field until the duplication has been corrected.

- E. Whenever Form FD-361, Ticket Correction-Cancellation Memorandum, is prepared to cover the correction, or cancellation only in part, of an Order Ticket, the Commodity Clerk will enter on the Commodity Unit Order Number Control Sheet a mark (x) in the small box to the right of the Number to indicate that he has affected the action.



- F. Whenever Form FD-361, Ticket Correction-Cancellation Memorandum, is prepared to cover cancellation in full of an Order Ticket, the Commodity Clerk will draw a line through the entire entry, beginning with the "Symbol" and ending with "Name of Commodity Clerk", to indicate that he has effected this action.

IV Maintenance of Form FD-827, Rates, Tariffs and Routing Unit Order Number Control Sheet

- A. The Current Numbers and Reference Numbers Binders for the Rates, Tariffs and Routing Unit will be kept on the Control Desk in the Unit. Within the binders, the sheets will be grouped and separated to correspond to the six Commodity Units.
- B. When an Order Ticket is received by the Control Clerk, the Control Clerk will enter the following information in the columns of the appropriate Control Sheet in the Current Numbers Binder, on the line corresponding to the Number of the Order Ticket:
1. Ticket (Symbol) - Write in the Symbol that is a part of the Ticket Number as shown on the Order Ticket.
  2. Total No. Subs - Write in the total number of subs shown on the Order Ticket.
  3. Commodity - Write in the name of the Commodity shown on the Order Ticket.
  4. In (DATE, TIME) - Write in the date and time the Order Ticket reaches the Control Desk (the time should be shown in multiples of five minutes, i.e., 9:05, 9:10, 9:15, etc.).
- C. The Control Clerk will then initial the Order Ticket to show that it has been entered on the Control Sheet, and will place the Order Ticket in the routing process within the Unit (see Shipping and Storage Branch Memorandum Number 10.2).
- D. When the routing information has been placed on the Order Ticket and returned to the Control Desk, the Control Clerk will fill in, on the appropriate line of the Control Sheet, the following information:
1. Initials of the Traffic Assistant - Write in the initials of the Traffic Assistant who determined the routing (these initials will have been placed on the Order Ticket as required in Shipping and Storage Branch Memorandum Number 10.2).
  2. Out (DATE, TIME) - Write in the date and time the Order Ticket clears out of the Rates, Tariffs and Routing Unit (the time should be shown in multiples of five minutes, i.e., 9:05, 9:10, 9:15, etc.).


V Maintenance of Form FD.-826, Document Servicing Section Master Order Number

- A. The Current Numbers and Reference Numbers Binders for the Document Servicing Section will be kept on the Ticket Number Control Desk. Within the binders, the sheets will be grouped and separated to correspond to the six Commodity Units.
- B. When an Order Ticket is received at the Ticket Number Control Desk, the Control Clerk will enter the following information in the columns of the appropriate sheet in the Current Numbers Binder on the line to correspond to the number of the Order Ticket:
  1. Ticket (Symbol) - Write in the Symbol that is a part of the Ticket Number as shown on the Order Ticket.
  2. Total No. Subs - Write in the total number of subs shown on the Order Ticket.
  3. Commodity - Write in the name of the Commodity shown on the Order Ticket.
  4. Received (Date, Time) - Write in the date and time the Order Ticket is received at the Control Desk, Document Servicing Section (the time should be shown in multiples of five minutes, i.e., 9:05, 9:10, 9:15, etc.).
  5. ROUTED (check one) (to S/I Desk) (to Teletype) (to Chief, DSS) - Indicate by a check mark the disposition of the Order Ticket from the Control Desk, Document Servicing Section.
- C. The Ticket Number Control Clerk will then initial the Order Ticket to indicate that it has been entered on the Master Order Number Control Sheet.

VI Importance of Maintaining the Three Order Number Control Sheets

- A. As pointed out in Section III, paragraph D above, if Commodity Clerks fail to complete the columns of the Commodity Unit Order Number Control Sheet, Form FD.-826, on the corresponding line to each Number used, it will result in duplication of Numbers and, when the Order Tickets are received at the Ticket Number Control Desk, Document Servicing Section, the issuance of shipping instructions to the field will be delayed until the duplication of Numbers has been checked and corrected.

- B. Order Tickets must flow into the Rates, Tariffs and Routing Unit across the Control Desk and out of the Rates, Tariffs and Routing Unit across the Control Desk. Each time an Order Ticket crosses the Control Desk, the Control Clerk shall enter the required information on the Rates, Tariffs and Routing Unit Order Number Control Sheet, Form FD-127. This will enable the Rates, Tariffs and Routing Unit to know at all times:
1. What Order Tickets have not been received in the Unit;
  2. What Order Tickets are still in the Unit; and
  3. What Order Tickets have been cleared out of the Unit.
- C. Traffic Assistants shall not route Order Tickets on which the initials of the Control Clerk, Rates, Tariffs and Routing Unit, do not appear. Under no circumstances may a Commodity Clerk take an Order Ticket directly to a Traffic Assistant for routing. The Commodity Clerk, in every instance, shall allow the Order Ticket to follow the established flow into the Rates, Tariffs and Routing Unit. If a shipment is urgent, the Commodity Clerk may attach a "RUSH" slip to the Order Ticket to indicate that it should have rush handling. Commodity Clerks shall reserve the use of the "RUSH" slips for emergency cases in order that this use may be of value in expediting the flow of these Order Tickets through the processes in the Washington Office. Indiscriminate use of the "RUSH" marking will destroy its value.
- D. The Order Number Control Sheet in the Document Servicing Section, Form FD-127, has been called the "Master" copy because it is the final check to avoid duplication of Numbers on Order Tickets and because it is the last processing point before shipping instructions are sent to the field and the Order Tickets are duplicated and distributed. Every Order Ticket must be entered on this Control Sheet for the master records to be currently accurate.

  
Chief, Shipping and Storage Section

Index:

Shipping

Document Servicing

Distribution Code "A" and "B"

November 11, 1944